
Software Requirements Specification

for

Travel & Expense Management System

Version 3.0

Office of Financial Management

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Revision History

Name	Date	Reason For Changes	Version
Glen	11/2/05	Saved Template in TEMS folder	1.0
Larry & Glen	11/9/05	First Cut	1.0
TEMS Team	11/29/05	Combine Functional & Technical Requirements drafts	2.0
Larry	2/23/06	Added New Functional Requirements	3.0

1. Introduction

1.1 Purpose

This Software Requirements Specification (SRS) documents the full set of features and functions for the Office of Financial Management's (OFM) Travel & Expense Management System (TEMS), which will replace the Travel Voucher System.

1.2 Document Conventions

<Describe any standards or typographical conventions that were followed when writing this SRS, such as fonts or highlighting that have special significance. For example, state whether priorities for higher-level requirements are assumed to be inherited by detailed requirements, or whether every requirement statement is to have its own priority.>

1.3 Intended Audience and Reading Suggestions

This document is intended for OFM system development and support staff, including developers, project managers, product managers, testers, trainers, documentation writers, infrastructure staff, database architects, architecture support staff, and management.

It is intended for customers in the User Group who are assisting in the development, review, validation, and prioritization of requirements and who are serving on the Steering Committee for project oversight.

It is intended for persons interested in the functions and capabilities of TEMS.

<Describe the different types of reader that the document is intended for, such as developers, project managers, marketing staff, users, testers, and documentation writers. Describe what the rest of this SRS contains and how it is organized. Suggest a sequence for reading the document, beginning with the overview sections and proceeding through the sections that are most pertinent to each reader type.>

1.4 Project Scope

Refer to the TEMS Charter.

1.5 References

TEMS Project Charter.
State Accounting & Administrative Manual (SAAM).
TEMS Business Rules.

<List any other documents or Web addresses to which this SRS refers. These may include user interface style guides, contracts, standards, system requirements specifications, use case documents, or a vision

and scope document. Provide enough information so that the reader could access a copy of each reference, including title, author, version number, date, and source or location.>

2. Overall Description

2.1 Product Perspective

TEMS will replace the TVS. TEMS will provide a more sustainable architecture than TVS, add functionality, and position itself to support the vision coming out of OFM's Roadmap project.

TEMS will support the requests for and management of reimbursements to state employees and other individuals conducting state business. TEMS will support the complete business process from preauthorization to reimbursement. Individuals, including those with disabilities, will have access to the system and administrators will have the tools to support operations. TEMS will contain a repository of data on the daily travel and expense activities for each customer. This will allow for management, activity, and budgetary reporting. TEMS will reduce redundancy and errors, streamline processes, and save time.

2.2 Product Features

TEMS will support the functions required for expense and travel management. These include:

- PF-1: Process a pre-approval/pre-authorization request
- PF-2: Process a reimbursement request
- PF-3: Process a pre-payment request
- PF-4: Process a payment approval
- PF-5: Process fiscal data
- PF-6: Process workflow
- PF-7: Provide reporting/querying function
- PF-8: Provide system help
- PF-9: Manage agency configuration
- PF-10: Manage agency user profiles
- PF-11: Manage account coding information
- PF-12: Manage system and agency broadcast messages
- PF-13: Manage agency system policies (pre-authorization, per diem, etc.)

2.3 User Classes and Characteristics

Requestor	A user that will receive payment
Preparer	A user that prepares a request on behalf of someone else
Agency Administrator	A user that has been granted administrative permission levels for the agency
System Administrator	A user that has been granted all system administrative permission levels for the Employee Reimbursement System
Approver / Reviewer	A user authorized to review, approve and code a pre-approval, pre-

	payment or reimbursement request
Fiscal User	A user authorized to review, approve, code and submit a pre-payment or reimbursement request for final processing

2.4 Operating Environment

- OE-1: The system must be compatible with OFM standard Intel based hardware with Microsoft Windows 2003 and IIS 6.0.
- OE-2: The system must utilize OFM standard Microsoft SQL 2000/2005 for all database functionality.
- OE-3: The system must have a browser based thin client user interface for all system users. The system should not require any system vendor supplied software to be loaded onto a users workstation prior to use.
- OE-4: For an OFM developed and/or maintained system the system should utilize the standard reporting, ad-hoc reporting, and data query features delivered by the Enterprise Reporting group for ad-hoc reporting requirements not provided by the system.
- OE-5: The proposed solution must be scalable, with simplicity of scaling options for all aspects of hardware, software, site management services, connectivity, and the number of concurrent users.
- OE-6: The system must allow access from standard pc hardware across the statewide intergovernmental network (IGN) and through the DIS Fortress server.
- OE-7: The client portion of the system must run on a Windows based pc with Internet Explorer 6.0.

2.5 Design and Implementation Constraints

- CO-1: The system's design, code, and maintenance documentation shall conform to the *OFM Application Technology Architecture – Application Standards - .NET Application Standards*. (<http://ofm004/ata/standards/standards.htm>)
- CO-2: The system must utilize OFM standard Microsoft SQL 2000/2005 for all database functionality.
- CO-3: For an OFM developed and/or maintained system the system screen displays shall utilize to the *OFM WebForms Application Framework*.
- CO-4: For an OFM developed and/or maintained system the OFM standard development languages are Microsoft C#. To allow for additional development or modification in the future the system application must be in one of these languages and supported by Microsoft Visual Studio.
- CO-5: All external interfaces will be based on real-time messaging with guaranteed delivery or via file import/export.

2.6 System Documentation

- SD-1: There must be clear and comprehensive documentation on the solution to include: Installation documentation, system documentation including component design and data design and vendor support for system problems and issues.

- SD-2: The system shall provide comprehensive operational documentation including but not limited to online help and user guide. User documentation should clearly describe the procedures that will maintain the operational quality of the system.
- SD-3: There must be clear and comprehensive installation documentation that allows OFM to determine the impact of installation.
- SD-4: There must be clear and comprehensive maintenance and support documentation that allows OFM to determine the impact of implementation AND ongoing maintenance and support.

SD-5: *There must be clear and comprehensive system training documentation.*

2.7 Assumptions and Dependencies

In October – November 2005, the Roadmap Project Team created a model that described a vision for expense and travel management. Some of the features in that vision required policy and/or statute changes and also needed input and partnership with a number of stakeholders within and external to OFM.

The TEMS Team was tasked with developing a conceptual approach to incorporate the vision into a development plan. Much of that vision requires enabling work to change policy, statutes, and bring on the right partners.

<List any assumed factors (as opposed to known facts) that could affect the requirements stated in the SRS. These could include third-party or commercial components that you plan to use, issues around the development or operating environment, or constraints. The project could be affected if these assumptions are incorrect, are not shared, or change. Also identify any dependencies the project has on external factors, such as software components that you intend to reuse from another project, unless they are already documented elsewhere (for example, in the vision and scope document or the project plan).>

3. System Features

Refer to Appendix F. The requirements have been placed at the end of this document because of formatting issues – they require legal size paper to print.

4. External Interface Requirements

4.1 User Interfaces

- UI-1: For an OFM developed and/or maintained system the system screen displays shall utilize the *OFM WebForms Application Framework*.
(\\ofmsws18\PROJECTS\Webforms_Framework\ProjectDocuments\Requirements\SRS for Web Forms Framework.doc)
- UI-2: The system shall provide context sensitive help.
- UI-3: The system must allow a user to login to the system using standard OFM authentication methods.

- UI-4: The system must provide the user with a clear method of exiting the system (e.g. a “logout” button).
- UI-5: The system must be built to facilitate accessibility for individuals with disabilities based on OFM standards (see Appendix D: Web Accessibility Requirements and Appendix E: Software Accessibility Requirements). This requirement includes web-based applications, software systems, and electronically published documents. These technologies should provide the same functionality to individuals with disabilities as it provides to individuals without disabilities. The accessibility standards are based on section 508 of the Rehabilitation Act of 1973, W3C XHTML 1.0, CSS, and WCAG 1.0 standards.

<http://www.access-board.gov/sec508/standards.htm>

<http://www.w3.org/TR/1999/WAI-WEBCONTENT-19990505/>

<http://www.w3.org/TR/1999/WAI-WEBCONTENT-19990505/full-checklist>

<http://isb.wa.gov/tools/webguide/accessibility.aspx>

4.2 Hardware Interfaces

No hardware interfaces have been identified as of Nov. 29, 2005.

4.3 Software Interfaces

- SI-1: Accounting Systems
- SI-1.1: The system must provide generic import/export interfaces of payment and accounting data to agency accounting systems that must be configurable on an agency-by-agency basis.
- SI-1.2: There must be an interface back into the system for results of importing/exporting to be fed back to the various accounting systems. The information would be used to determine the success or failure of the transactions in the accounting system.
- SI-2: There must be an interface to allow update of user profile information from an agency's or statewide HRMS system.
- SI-3: There must be an interface with an agency's HRMS system to export taxable reimbursement data.
- SI-4: The system must support data export for archival. (This may also include sending data to agency imaging systems.)

Note: The following requirements depend on the results of the Washington State Roadmap process.

- SI-5: The system may need to interface with various travel planning processes as proposed by the Washington State Roadmap.
- SI-6: The system may need to interface with corporate credit card vendors to process credit card transactions as proposed by the Washington State Roadmap.
- SI-7: The system may need to interface with a receipt processing system (either owned and operated by OFM or a 3rd party) to manage required documentation for reimbursements.
- SI-8: The system may need to support Electronic Data Interchange (EDI) with external, 3rd parties.

4.4 Communications Interfaces

- CI-1: The system must be capable of sending an e-mail message to the users involved in the workflow, notifying them of any approval and/or payment status changes.
- CI-2: The system must be capable of assigning and sending a new password to a user upon a user's request.

5. Other Nonfunctional Requirements

5.1 Performance Requirements

- PE-1: The system shall be at least 99.5% available for use from 7:00 AM to 7:00 PM seven days a week.
- PE-2: All Web pages generated by the system shall be fully downloadable in no more than 10 seconds over a 50KBps modem connection.
- PE-3: No system function shall timeout.
- PE-4: Responses to queries shall take no longer than xx seconds to load onto the screen after the user submits the query. (TBD)

5.2 Safety Requirements

No safety requirements have been identified.

5.3 Security Requirements

- SE-1: The system must protect data from wrongful access. This includes protection of data throughout its entire lifecycle including when at rest, when transmitted across networks, and when being processed. Data exchanged between client software and host software must be managed in a secure way by the TEMS application. Confidential data should never be in clear text.
- SE-2: User security must include the ability to control access to confidential data at the row (record) and column (field) level based on users authorization rights. Administration of these controls should be a separate and distinct role within the system.
- SE-3: Include trace information: who did what, when, and using what computer.
 - Derive tracing information automatically where feasible.
- SE-5: Clearly warn users against putting confidential information into the system (OFM to draft warning).
- SE-6: Include and enforce user permissions and restrictions using a role-based approach.
- SE-7: The system will provide the ability to set up the following roles:
 - Preparer
 - Requestor
 - Fiscal User
 - Approver/Reviewer
 - Agency Administrator
 - System Administrator

- SE-8: The system must provide application level user authentication and authorization tools and allow integration with single sign-on authentication. These tools will be used to limit access to authorized users only. The State has implemented Active Directory for network user authentication. Active directory is not fully deployed to all parts of the State at this time. It is desirable that the system relies on Active Directory user authentication for this purpose when the user is on the active directory.
- SE-9: The system should be password protected and should be able to work with users authenticated through active directory. The system must be able to enforce the States strong password guidelines as well as State password expiration. Password expiration time span must be configurable so each agency in the system can have their own setting in addition to a system maximum default.
- SE-10: The system should provide work flow/routing such that rules can be established and based on those rules the workflow engine would determine the next step in the route. The route needs to be flexible enough to be overridden while in process to allow for user-initiated exceptions.

5.4 Software Quality Attributes

Availability-1: The system shall be at least 99.5% available for use from 7:00 AM to 7:00 PM seven days a week.

Availability-2: There will be a maintenance window on the last Thursday of the month from 5:00 PM to 7:00 AM the following morning for server security patch installation.

Availability-3: The system will be accessible via the state intranet or the internet through the Fortress.

Conversion-1: The data structures of the solution must allow and provide information on conversion of current TVS data as well as conversions from agency owned travel management systems. Specific requirements of conversion have not been determined. (The new system must be capable of receiving traveler profile, itinerary and accounting data from the old system.)

Flexibility-1: In order to meet the challenge of changing business rules, wherever possible rules that are likely to change with any frequency should be externalized so that changes can be made without recompiling and redeploying the system.

Interoperability-1: The system must be able to import users from an external source such as a tab delimited text file.

Interoperability-2: The system must be able to produce a batch transaction file for submission to one or more external accounting systems.

Interoperability-3: The system must be able to accept data from one or more external user information stores such as the HRMS system or Active Directory.

Interoperability-4: The system must be able to send transactions to one or more payroll systems to facilitate taxable expenses.

Maintainability-1: An OFM constructed solution shall provide for the system to be configured in the following ways:

- Allow system administrators to easily add new mileage rates and effective dates.
- Allow system administrators to easily change locations from seasonal to non-seasonal by allowing per diem rates to have effective dates.
- Allow system administrators to maintain broadcast messages without developer support.
- Allow agency administrators to maintain broadcast messages without developer support.
- Allow system administrators to maintain agency supplied help links and link to per diem map without developer support.
- Allow system administrators to create and maintain accounting grid fields, order, and access control for each agency without developer support.
- Allow system administrators to add, remove agencies from the demonstration and training area.
- Provide tab delimited importing of users using the file processor for validation.
- Provide a maintenance interface (possibly a web service) for adding and removing users programmatically.
- Provide a programmatic interface for extracting raw voucher data. (Replace SAO DTS package)
- Allow system administrators to modify contact information for help line numbers or comments email without developer support.
- Allow system administrators the ability to add or modify other expense limits per agency.
- Allow system administrators the ability to add or modify three-hour rules per agency.
- Allow system administrators the ability to modify password expiration days per agency.

Maintainability-2: An OFM constructed solution shall meet OFM architecture principles and current OFM application development standards such as: .NET, C#, SQL Server, Active Directory Authentication, Crystal Enterprise reporting. All code will be commented using xml comment tags.

Maintainability-3: A purchased off the shelf product will be evaluated based partly on its architecture and possible impacts that architecture will have on our ability to support and maintain the new system.

Maintainability-4: Either a purchased or built system shall provide the following:

- Central administration of data.
- A layered architecture with clear logical boundaries.
- Message-based and loosely coupled interfaces.
- Event-driven transactions.
- Cohesive component that support a small set of functions for ease of testing.
- Central administration of business rules.

Portability-1: This application must be able to be deployed in a Windows 2000/2003 server farm running IIS 5.0/6.0 using SQL Server 2000/2005 as its back end database server.

Reliability-1: The system must be highly reliable since we are dealing with employee payments.

Reliability-2: There must be safeguards such that if a batch of transactions does not go through, there must be a method for resubmission of the transactions.

- Reliability-3: The system should run in a web farm of redundant servers so that capacity can be added if the system is overtaxed.
- Reusability-1: An OFM constructed solution shall be designed with reusability in mind. During the design process, common system features will be created in such a way that they can be reused by other systems. Some possible examples of this are common authentication, workflow/routing and navigation tabs.
- Robustness-1: The system must provide meaningful error messages to users when faced with invalid user input.
- Robustness-2: There needs to be a mechanism that does not allow two users to edit a voucher simultaneously. There needs to be a read only, check in/out mode to accomplish this.
- Robustness-3: The system must fail gracefully if connections the backend databases are terminated.
- Robustness-4: The data access should be transactional so that when errors occur a rollback of partially completed transactions is possible.

6. Other Requirements

<Define any other requirements not covered elsewhere in the SRS. This might include database requirements, internationalization requirements, legal requirements, reuse objectives for the project, and so on. Add any new sections that are pertinent to the project.>

Appendix A: Glossary

Term	Description
AFRS	Agency Financial Reporting System (Washington States General Ledger and Payment System)
Agency Administrator	A user that has been granted administrative permission levels for the agency
Agency Manual	Individual State Agency Policy Manuals
Approver / Reviewer	A user authorized to review, approve and code a pre-approval, pre-payment or reimbursement request
ERS	Employee Reimbursement System
Fiscal User	A user authorized to review, approve, code and submit a pre-payment or reimbursement request for final processing
OFM	Office of Financial Management
Payment Request	Includes all type of requests that would result in a payment to the user
Pre-Approval Request	A request to incur a business expense.
Preparer	A user that prepares a request on behalf of someone else
Pre-Payment Request	A request for an advance payment of estimated business expenses that could be incurred.
Reimbursement	A request for payment of actual business expenses incurred.

Request	
Request	Any request for pre-approval, prepayment, reimbursement, etc.
Requestor	A user that will receive payment
SAAM	State Administrative & Accounting Manual
System Administrator	A user that has been granted all system administrative permission levels for the Employee Reimbursement System
User	An individual with an active or inactive account that has been setup on the system

Appendix B: Analysis Models

<Optionally, include any pertinent analysis models, such as data flow diagrams, class diagrams, state-transition diagrams, or entity-relationship diagrams.>

Appendix C: Issues List

The Project Team used a “Parking Lot” to record issues and questions during the User Group sessions. Following are the Open Parking Lot items as of Nov. 29, 2005.

ID #	Status	Date Entered	Description	References & Comments
PL003	Open	9/23/05	What is the requirement around keeping pre-approval requests that are inactivated?	R3.07.003. Perhaps the request will be made in the future and the traveler could just re-activate the original request rather than create a new one. Refer to R3.17 (Larry) 10/3/05
PL006	Open	9/28/05	On 3.06 “Transfer Profile Information” Cinda had made a note that discussion had taken place about if the employees voucher information would go with them or stay with the old agency. The requirement just has “profile”, so I am curious if the voucher information was also added to this, or if 3.06 is still “just” the profile information.	From Angie at L&I. See PL086 (same)
PL018	Open	10/11/05	R3.08.016. What happens if the approval is not given? What if there is nothing in the system that shows there was a prior approval for this? Is getting this requirement a “must”? Can approval be given at this point if there is no prior approval?	How does 3.08.003 relate to this? Does 3.08.003 address this? (Glen 10/12/05)

PL024	Open	10/11/05	R3.09.***. New. System will prevent certain designated travelers from receiving an advance. This might apply if the person has any travel advances that have not cleared (?) yet. If the person is specifically designated by the system admins (of fiscal?) not to get an advance. Check the OFM requirements.	Check with SWA on policy and policy implications. (Glen 10/12/05)
PL033	Open	10/11/05	R3.10.009. What does this requirement really mean as written?	Could be an audit issue. (Glen 11/10/05)
PL036	Open	10/18/05	R3.09.001, R3.09.011, R3.09.012 Define the specific fields used in pre-payment requests	Do this via linking to a data model that lays out the various fields used for pre-payment and other functions. (Glen 10/18/05)
PL039	Open	10/18/05	R3.10.010. The User Group recommended deleting this requirement.	The OFM TEMS Team had reservations about deleting the item. What if the preparer or traveler needed to decrease the amount after the voucher was submitted? Perhaps they would be accounting for things paid for on a corporate credit card. (Glen 11/10/05)
PL042	Open	10/18/05	What is a "trip"? Is the concept of "trip" one that should be considered or included in the new product? Are there reporting needs for trip information?	Issue for consideration as we look to incorporate Roadmap ideas into TEMS. (Glen 11/10/05)
PL052	Open	10/18/05	The system needs a way to determine if receipts have been obtained.	This is a rule by the IRS. If the receipts have not been obtained at a crucial point, should payment then be denied? Receipts are handled differently agency by agency. Check with SWA for guidance. (Glen 10/20/05)
PL056	Open	10/25/05	R3.11.017 thru R3.11.019. There are issues around deploying this.	The requirement is sound. What are the issues around how this will be done? (Glen 11/10/05)
PL057	Open	10/25/05	Show the data model to the User Group.	
PL067	Open	10/25/05	Is the concept of "trip" a requirement?	Same as PL042? (Glen 11/10/05)
PL080	Open	11/1/05	R3.16.001. New. Need similar policy requirements for pre-approval, advance, and expenses.	Do not include the list in the requirement itself. That locks us in to that specific set. Create a Business Rule for each set of requirements (reimbursement, pre-approval, advance, and expense). Refer to the Business Rule in the

				requirement. (Glen 11/10/05)
PL081	Open	11/1/05	When a business rule or policy sets criteria and the criteria threshold is reached, notification is sent to the user. This is true at all points of the system. Need a general requirement that handles this.	Policy issues. Need to be considered along with the approach to Roadmap recommendations. (Glen 11/10/05)
PL082	Open	11/1/05	If a business rule or policy sets criteria and the criteria threshold is passed, the system gives the user notification. Sometimes the user can override the threshold and continue on. Sometimes the user is stopped and is not permitted to override the threshold.	Policy issues. Need to be considered along with the approach to Roadmap recommendations. (Glen 11/10/05)
PL083	Open	11/1/05	R3.17.001. Use the suggested change that's in the requirement.	
PL084	Open	11/1/05	R3.17... System has capability to handle multiple roles and multiple capabilities within the roles.	The current roles in the process are preparer, requestor, approver, fiscal user, agency administrator, and system administrator. (Glen 11/10/05)
PL085	Open	11/1/05	R3.17.004. Activate and inactivate a userid. Accommodate switching agencies and leaving government. A user should have their current agency as a data element profiling the user.	Relates to the HRMS interface. Once HRMS is active, we can explore an automated interface to add, inactivate, activate, and switch users between agencies. (Glen 11/10/05)
PL086	Open	11/1/05	New. What sorts of archiving capability should the system have? Perhaps the agency administrator has the ability to archive information that is older than a specified time.	See PL006 (same) Relates to records retention. How do we address archiving and meeting records retention standards? (Glen 11/10/05)
PL088	Open	11/1/05	R3.17.004. Move the requirement itself to some other section.	The requirement, as stated, talks about preventing a transaction from being deleted once it has been routed by the requestor or preparer. This probably should go into another section, if it isn't covered already. (Glen 11/10/05)
PL089	Open	11/1/05	R3.18... Requirement is "ability to communicate with a travel reservation system."	We do not want to build our own travel reservation system. We want to interface with an existing one. Need to be considered along with the approach to Roadmap recommendations. (Glen 11/10/05)
PL090	Open	11/8/05	R3.11.022. Are there any other	

			flags or notifications that should be address in this way? Maybe this requirement should be more general?	
PL091	Open	11/8/05	R3.11.022. Is this only for rates that are known to the system?	Logically, it would be rates that are available to the system in one form or the other. (Glen) 11/10/05.
PL092	Open	11/8/05	R3.13.016. Provide counters to see how many vouchers are in the various queues. Status on the state of the vouchers (e.g., # in for approval, # in for payment).	
PL093	Open	11/8/05	There is a report need to track turnaround time. How long does it take a voucher to make the flow?	
PL094	Open	11/8/05	New. Once a request has been approved, a preparer / requestor cannot pull back a voucher to add additional information.	
PL095	Open	11/8/05	R3.08.003. The system must indicate if pre-approval is given for a request.	The implementation of this could be a box indicating pre-approval was given. Could be a carry over from the pre-approval process. Would need information to justify exceptions. Need to provide the criteria for making a decision around the authorizing of the trip. The system must need to operate without pre-authorization for some instances, but needs to gather the reasons for the exceptions. (Glen 11/10/05)
PL096	Open	11/8/05	R3.10.003. Some agencies won't want preparers and requestors to do account coding. Only the fiscal shops should do account coding. Others will be more open to having requestors do account coding.	
PL097	Open	11/8/05	Should the system allow default account coding based on the user's profiles?	Sounded like there was consensus on OKMOD if the coding could be available in the profile. If there is no coding in the profile, then there would be no default account coding. (Glen 11/10/05)
PL098	Open	11/8/05	Can there be an auto-generated batch number. The agency could configure it for the starting number and the structure.	There is a lot of variation among agencies on an auto-generated batch number. We have had this conversation often over the years. (Glen 11/10/05)

PL099	Open	11/8/05	Do overrides have some issues around roles? What are the issues around making changes to items that have already been approved?	
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Following are the Closed Parking Lot items as of Nov. 29, 2005:

PL001	Closed	9/23/05	Reroute voucher to another approver if the approver the received the original routing is unavailable or out of the office for some period of time.	See PL002 Comments (Tom) Refer to R3.12.007 (Larry) 10/3/05 Created 3.12.014 (Larry) 10/28/2005
PL002	Closed	9/23/05	Reroute vouchers to a new approver if the approver who received the original routing is no longer at the agency.	The DSHS representative mentioned the ability for an agency administrator to assign a delegate for a manager no longer there or on vacation to keep from having to search for and reroute all the vouchers that have possibly been bottlenecked by an absent manager. I think this is technically do-able but from a security aspect, can we assume the agency administrator would have authority to delegate a manager's authority for him? In the current system a manager is the only one that can delegate review and approve authority. If we allow this, we need to make sure that this action is logged so if the question is asked: Who delegated my authority to so and so, we could answer with admin x granted the authority to so and so on this time and date. I think this type of system logging should be thought about and applied in several situations. The logs should be available to be read by us and agency personnel as opposed to the current logging, which is put in a data table and never looked at by anyone unless they have direct access to the database. (Tom) Refer to R3.12.009 (Larry) 10/3/05 Created 3.12.014 (Larry) 10/28/2005
PL004	Closed	9/23/05	Never let a "preparer" be an approver of the same request.	We can look ahead in the requirements and make sure this is addressed in the approval process and then it can be removed from the parking lot. (Tom)

				Refer to R3.11.005 (Larry) 10/3/05 No Change. Also refer to PL050. Larry (10/21/2005)
PL005	Closed	9/23/05	What is the definition of “enterprise”?	From Kathy Rosmond: In the context of the Roadmap Project, “Enterprise” refers to state government as a whole, rather than an individual agency e.g., managing Washington State as a corporation rather than as a collection of individual agencies. (Glen) 10/10/05 Reviewed with User Group on 10/11/05 and Closed. (Glen 10/11/05).
PL007	Closed	10/4/05	R3.07. Add a requirement. Need to know the method of ground transportation. Is it POV, state car, rental car, shuttle, other? What are the ground transportation costs?	If some agencies want this and other don't, will this present issues for design and development? Glen (10/5/05) Created R3.07.016 Larry (10/7/2005) Reviewed with User Group on 10/11/05 and Closed. (Glen 10/11/05).
PL008	Closed	10/4/05	R3.07. Add a requirement. Need to know the reason and purpose for the proposed trip.	Created R3.07.017 Larry (10/7/2005) Reviewed with User Group on 10/11/05 and Closed. (Glen 10/11/05).
PL009	Closed	10/4/05	R3.07. Add a requirement. Need to know the itinerary and the content of the trip.	Created R3.07.018 Larry (10/7/2005) Reviewed with User Group on 10/11/05 and Closed. (Glen 10/11/05).
PL010	Closed	10/4/05	R3.08. Add a requirement. Need to track all changes made to the voucher once it is submitted. This would include changes made by the approver, fiscal, the preparer, or the traveler. The tracking on the changes cannot be deleted.	Refer to R3.12.013 Larry (10/21/2005)
PL011	Closed	10/4/05	R3.08.001. Modify this requirement. Split it up. Separate preparer from approver from fiscal and from admin. Drop the paragraph on administrator abilities to change information. Create a new requirement around the last paragraph on adjustments.	Changed R3.08.001 Larry (10/7/2005) Created R3.08.025 and R3.08.026 Larry (10/7/2005) Reviewed with User Group on 10/11/05 and Closed. (Glen 10/11/05).
PL012	Closed	10/4/05	R3.08.004. What does “cancel” mean? Does it mean	Clarify this and check the rest of the requirements document for

			“inactivate” or “delete”? Get glossary definitions of these terms and use them consistently in the requirements document.	consistency. Glen (10/5/05) Cancel means inactivate. The request will not be deleted, but will be added to inactivated list. Larry (10/24/2005) Changed R3.08.004 Larry (10/24/2005) Changed R3.07.003 and R3.11.007 Larry (11/4/2005)
PL013	Closed	10/4/05	R3.08.004. Can travelers pull back their voucher before payment is made to add more items?	User Group discussion was leaning toward allowing the preparer to call back a voucher up until the time it is forwarded to fiscal. This means the system will need to know if the voucher has been sent to fiscal. A requirement would be that the voucher status will explicitly status whether it has been routed to fiscal for payment. Glen. (10/5/05)
PL014	Closed	10/4/05	R3.08.008. Clarify or add new requirement. The administrator designates preparers, who they prepare for, and whether they can submit vouchers for the person they prepare for.	Refer to 3.17.003 Larry (11/3/2005)
PL015	Closed	10/4/05	R3.08.010. Split the requirement into separate requirements for in-state and out-of-state.	The implementation of out-of-state may be more problematic than for instate. Need to consider the cost to implement out-of-state. Glen (10/5/05) Changed R3.08.010 Larry (10/7/2005) Created R3.08.027 Larry (10/7/2005) Reviewed with User Group on 10/11/05 and Closed. (Glen 10/11/05).
PL016	Closed	10/11/05	R3.07.016 covers ground transportation. Should we be including a similar requirement for estimated air transportation costs?	Do we cover this in other requirements? (Glen 10/11/05). Changed R3.07.016 Larry (10/13/2005)
PL017	Closed	10/11/05	R3.08.011. Work on the phrasing to clarify what we mean in this requirement.	Get Tom involved in the discussion (Glen 10/12/05) Changed R3.08.011 Larry (10/13/2005)
PL019	Closed	10/11/05	R3.08.018. Reporting for taxable meals and items for payroll? Should this item be moved to the reporting section?	R3.13.009 references this. Is the concern here having a report that fiscal can generate and use to key into Payroll? Is the concern having an automated interface that feeds Payroll? (Glen 10/12/05)

				No change. Kept in current section. Larry (11/3/2005)
PL020	Closed	10/11/05	R3.08.019. Add a requirement to accommodate the automatic generation of round trip miles.	Check R3.08.019. Already has round trip. Can this suffice or should round trip miles be a separate requirement? (Glen 10/12/05) Kept as is. Larry (10/13/2005)
PL021	Closed	10/11/05	R3.08.** The system must allow the preparer or traveler to indicate the meal was provided for. This may be covered under R3.08.001 item if we are to lay out the itinerary and content in more detail.	Created R3.08.028 Larry (10/13/2005)
PL022	Closed	10/11/05	R3.09.001. Separate this requirement into multiple requirements for each role – preparer/traveler, fiscal, and approver.	Changed R3.09.001 Larry (10/13/2005) Created R3.09.011 and R3.09.012 Larry (10/13/2005)
PL023	Closed	10/11/05	R3.09.002. Split this into in-state and out-of-state. Similar to what we did with R3.08.027.	Changed R3.09.002 Larry (10/17/2005) Created R3.09.013 Larry (10/17/2005)
PL025	Closed	10/11/05	R3.09.003. New. When the voucher is reactivated, the voucher will display again and can be used.	Created R3.07.019, R3.08.029, and R3.09.016 Larry (11/3/2005)
PL026	Closed	10/11/05	R3.09.004. Clean up the verbage. Notify the traveler if there is an overage. Allow the charge. Maybe split this one up.	Review R. 3.07.004 as well. (Glen 10/12/05) Changed requirement to read same as R3.07.004 Larry (10/13/2005)
PL027	Closed	10/11/05	R3.09.005/006. These two should be covered if we add more detail to R3.09.001	Changed R3.09.001 (Added “View”) Larry (10/13/2005) Added “View” to R3.09.011 and R3.09.012 Larry (10/13/2005)
PL028	Closed	10/11/05	Present an overview of the requirements that tie in pre-approval with pre-payment and with reimbursement. Give the User Group a feel for how those processes work together. We should have enough in the requirements to support the understanding of the flow and interrelationship. Some ties to R3.09.009.	Covered by the requirements flow analysis work in the Nov. 15 User Group.
PL029	Closed	10/11/05	R3.09.xxx. New. Agency can configure the system to determine the amount of advance. Fiscal user can designate a % of estimated expense as the allowable pre-	Created R3.09.014 Larry (10/13/2005) Created R3.09.015 Larry (10/17/2005)

			payment.	
PL030	Closed	10/11/05	Issue. How to deal with 3 rd party reimbursement. For example, someone pays for a state employee to give a presentation at a conference.	Include new requirement to accommodate adjustment features. (Glen 10/12/05) Created R3.10.019 Larry (10/13/2005)
PL031	Closed	10/11/05	R3.10.007. Issue. Don't specify AFRS. What is the benefit? Can this be more generic? What exactly does it do currently? What is the cost to set this capability up? If we have multiple output formats, then how much of this can we reasonably do? How does it address accessibility questions?	Combine 3.10.001 and 3.10.004 to eliminate the specific reference to AFRS. (Glen 10/12/05) Deleted R3.10.007 Larry (11/4/2005)
PL032	Closed	10/11/05	R3.10.008. Perhaps move this to the Reimbursement Request section?	See 3.10.008. This should stay in this section (Glen 10/12/05) The requirement should remain in Account Coding as it pertains to balance to code. Larry (10/17/2005)
PL034	Closed	10/11/05	R3.08.012 Reword requirement so that we are not using disabled employees to describe the requestor.	Requirement was put on "Delete" status during the 10/11/05 User Group Meeting. Deleting should close this Parking Lot item (Glen 10/14/05)
PL035	Closed	10/14/05	Be more exact when the requirements refer to "user". "User" means anyone that is setup on the system. Types of users are preparer, requestor, approver, fiscal, agency administrator, and system administrator.	Modified the requirements for clarity (Glen 10/14/05)
PL037	Closed	10/18/05	R3.10.012 thru R3.10.018. These requirements are specific to the TVS to AFRS interface. The requirement should be to provide information to external payables systems that the customers use.	Do this via linking to a set of interface requirements. The AFRS interface will have a set of requirements and a module designed and developed to support them. Other customers' payables systems will use different modules. (Glen 10/18/05)
PL038	Closed	10/18/05	R3.10.008. Why are we doing this? Include a comment to give the rationale why these subtotals are important and what is the use of them.	Helps fiscal staff code sub objects as well as balance to code. Larry (10/21/2005) Balance to code serves as a reconciliation between the voucher subtotals and account coding totals. Larry (10/24/2005)
PL040	Closed	10/18/05	Add a requirement for a configurable account coding	Changed R3.10.003 Larry (11/4/2005)

			block that can create an interface file that can be used by customer agencies as input to their payables system(s). The details of the interface into the payables system would be documented in the section on Interface Requirements within the Software Requirements Specification. There would be separate interfaces for each payables system that received an interface file.	Created R3.10.020 Larry (11/4/2005)
PL041	Closed	10/18/05	The User Group identified some items that would probably go into the interface requirements section: <ul style="list-style-type: none"> • Edits specific to individual agency chart of accounts • Use of fiscal month • Batch numbers – which are probably modifiable agency by agency • Activity-based costing needs 	These items will be considered as we begin more detailed requirements and get into the design for the interfaces.
PL043	Closed	10/18/05	Should the product be able to designate specific project accounts to specific lines of expense on the voucher?	Could be covered by a configurable account code block.
PL044	Closed	10/18/05	R3.11.002. Split this requirement. Consider combining the first half of the requirement with R3.11.004 (e.g., The System must allow multiple fiscal users the ability to review Closed payment requests. However, only one fiscal user can open a request for change or approval at a time.)	Changed R3.11.002 Larry (10/21/2005) Deleted R3.11.004 Larry (10/21/2005)
PL045	Closed	10/18/05	R3.11.002. Create a new requirement for the 2 nd half of this requirement. Split out the items the fiscal group can change.	Created R3.11.020 Larry (10/21/2005)
PL046	Closed	10/18/05	Develop a document that includes all the requirements related to the basic workflow of a request through approval and submission payment. See if we have included everything.	This is a bit like a high-level use case. It will be valuable to see if we are consistent throughout the process and if we have neglected to include some obvious requirements. (Glen 10/20/050) Covered by the requirements flow analysis work in the Nov. 15 User Group. (related to PL028)

PL047	Closed	10/18/05	Is the Payment Approval Function (R3.11) specific to the fiscal user activities only?	Should we break this section into sections for the approver and for the fiscal user? Then the approver Function would happen before the Account Coding – however, the requirements listing does not imply anything about sequence and should not be read as such. (Glen 10/20/05) The Payment Approval Function is not specific to fiscal approval, but to the entire approval process. Larry (10/21/2005)
PL048	Closed	10/18/05	R3.11.002. When these items in the second half of the requirement are changed, we want to make sure we can see the history of changes.	Have we covered tracking changes in enough detail in the requirements? Check PL010. (Glen 10/20/05) Refer to R3.12.013 Larry (10/21/2005)
PL049	Closed	10/18/05	R3.11.003. Delete this requirement. It is the default way every application works.	The developers feel this is the default case in every application on the market. Does not need to be stated. (Glen 10/20/05) User Group said to keep this in. DOT had an application that did not function this way. Be specific, even if it appears trivial.
PL050	Closed	10/18/05	R3.11.005. This can generally be stated so that a person never is permitted to approve their own request at any level.	Check to see if this is already covered (e.g., in PL002). (Glen 10/20/05) No change. Above reference should be PL004. Larry (10/21/2005)
PL051	Closed	10/18/05	R3.11.006. There are two requirements here. One is to track the status of a request within TEMS. The other is the status of the request once a transaction representing the request has been sent to the payables system. If the payables can sent a message to TEMS, then the requirement is around the display of that message from the payables system.	Changed R3.11.006 Larry (10/21/2005) Created R3.11.021 Larry (10/21/2005)
PL053	Closed	10/25/05	Make sure we have documented every approval point we need in the requirements. Do not assume there is a global approval stated if it is not explicit.	Covered by the requirements flow analysis work in the Nov. 15 User Group. (related to PL028)
PL054	Closed	10/25/05	Review the requirements that fit into a process flow during the	Covered by the requirements flow analysis work in the Nov. 15 User

			Nov. 8 session.	Group. (related to PL028)
PL055	Closed	10/25/05	R3.11.012. The rate will vary by agency.	Requirement previously changed. Changed "exceeds" to "differs" and deleted the word "classified". (Larry) 10/28/2005
PL058	Closed	10/25/05	R3.12.005. Who should the route back go to? The preparer or requestor? Is this covered under an earlier requirement? Should this be split into two requirements?	Changed R3.12.005 Larry (10/28/2005) Refer to PL073 Larry (11/3/2005)
PL059	Closed	10/25/05	R3.12.008. Delete the requirement. Create a new requirement for pulling back transactions once they are submitted for payment, but have not actually gone there.	Changed R3.12.008 Larry (10/28/2005) After fiscal has released a batch of transactions, they want an ability to pull the set of transactions back to make changes. This would have to be before it is sent to the accounting system. Once in the accounting system, fiscal would need to go there to deal with the changes.
PL060	Closed	10/25/05	The abilities to override actions and the security level(s) required are not specified in the requirements (at least not completely). Do an overview to see if they are covered sufficiently. Also consider security requirements in the non-functional requirements.	
PL061	Closed	10/25/05	R3.13.007 & R3.13.008. Separate REQ by role. Different priorities because of the roles.	Need to define at some point what to print (e.g., what filters to provide). Changed R3.13.005, 3.13.007, and 3.13.008 Larry (10/28/2005) Created 3.13.014 and 3.13.015 Larry (10/28/2005)
PL062	Closed	10/25/05	R3.13.009. System must have search and query capability on every (?) field. System must have role-based access for query capability.	Such as POV. Changed R3.13.009 Larry (10/28/2005)
PL063	Closed	10/25/05	Combine R3.13.009 and R3.13.010. The capability is the same regardless of the type of data.	Deleted R3.13.010 Larry. Covered by R3.13.009. (10/28/2005)
PL064	Closed	10/25/05	R3.13.012. Kick this requirement up a level.	Deleted R3.13.012, refer to R3.13.009 Larry (10/28/2005)
PL065	Closed	10/25/05	R3.13 – We can currently print different levels of detail of the voucher. This is handy. We can get small to large reports of	Refer to R3.13.001 Larry (10/28/2005) Refer to PL075 Larry (11/3/2005)

			a single voucher.	
PL066	Closed	10/25/05	HOMEWORK: For Nov. 1 the User Group attendees are going to provide examples of reports that would be handy for them and their agency.	A couple User Group members had input on Nov. 1. This topic will be more extensively addressed later in the project as the team defines specific reports.
PL068 (A)	Closed	11/1/05	R3.12.014. New. Provide notification to the delegated approver that there are vouchers for that person's review and approval when the agency administrator makes the delegation assignment.	Created R3.12.015 Larry (11/2/2005)
PL068 (B)	Closed	10/25/05	R3.14.003. Reword to something like "online help is configurable by agency".	Changed R3.14.003 Larry (10/28/2005)
PL069	Closed	11/1/05	R3.12.014. New. When an agency administrator makes a delegated approver assignment, notify the original approver of the delegation. This is provided the original approver is still with the agency.	No change Larry (11/2/2005)
PL070	Closed	11/1/05	R3.12.014. New. When a delegated approver makes an approval or denial on a request, notify the original approver of the approval or denial action. This is provided the original approver is still with the agency.	Created R3.12.016 Larry (11/2/2005)
PL071	Closed	11/1/05	R3.12.014. New. Only one person can have a voucher open to make an approval or denial at a time.	In the case of a designated approver, if both the approver and designated approver are trying to approve/deny the same voucher, only one person can have it open at a time. Created R3.12.017 Larry (11/2/2005)
PL072	Closed	11/1/05	R3.11.012. New. Notification flags to indicate certain conditions (e.g., requests over per diem) must be configurable by agency.	Some agencies would like some flags turned off so they do not confuse users. Created R3.11.022 Larry (11/2/2005)
PL073	Closed	11/1/05	R3.12.005. The e-mail notification should indicate which requestor is in question.	This is handy for preparers that do multiple requestors – so then they know who the various e-mails are for. No change to requirement (technical issue). Larry (11/4/2005)
PL074	Closed	11/1/05	R3.13.013 thru R3.13.015. New. Repeat these requirements for fiscal users.	Created R3.13.016, R3.13.017, and R3.13.018 Larry (11/2/2005)

PL075	Closed	11/1/05	R3.13.001. Need to be able to print variable amounts of data for an individual voucher.	Sometimes you want all the data from a voucher, sometimes you just want part of the data. Changed R3.13.001 Larry (11/2/2005)
PL076	Closed	11/1/05	R3.13.001. We need the ability to create reports and configure them at the agency level.	Created R3.13.019 Larry (11/2/2005)
PL077	Closed	11/1/05	R3.13.001. New. Provide a download capability. Users can request data and the system will perform a download to provide the data. The users can then put the data into the tool(s) of their choice.	Refer to R3.13.020. This capability exists in Enterprise Reporting. Larry (11/3/2005)
PL078	Closed	11/1/05	R3.13.001. New. Provide reports in electronic format and hard copy.	Sometimes 3 rd parties request electronic copies of travel or expense transactions. Created 3.13.020 Larry (11/2/2005)
PL079	Closed	11/1/05	R3.15.001. Split. OFM will do a system wide notification. Agencies can do their own configurable notification.	Changed R3.15.001 Larry (11/2/2005) Created R3.15.002 Larry (11/2/2005)
PL087	Closed	11/1/05	Ability to change the user name without losing data associated with the old name.	Currently, agency administrators need to do some manipulation to accommodate a name change. It should be smoother. Refer to R3.04.001 and R3.04.004 Larry (11/7/2005)

Appendix D: Web Accessibility Requirements

Principle 1: Content must be perceivable.

- 1.1 Provide text alternatives for all non-text content.
- 1.2 Provide synchronized alternatives for multimedia.
- 1.3 Ensure that information, functionality, and structure are separable from presentation.
- 1.4 Make it easy to distinguish foreground information from background images or sounds.

Principle 2: Interface elements in the content must be operable.

- 2.1 Make all functionality operable via a keyboard or a keyboard interface.
- 2.2 Allow users to control time limits on their reading or interaction.
- 2.3 Allow users to avoid content that could cause seizures due to photosensitivity.
- 2.4 Provide mechanisms to help users find content, orient themselves within it, and navigate through it.
- 2.5 Help users avoid mistakes and make it easy to correct them.

Principle 3: Make text content readable and understandable.

- 3.1 Ensure that the meaning of content can be determined.

- 3.2 Organize content consistently from "page to page" and make interactive components behave in predictable ways.

Principle 4: Content must be robust enough to work with current and future technologies.

- 4.1 Use technologies according to specification.
4.2 Ensure that user interfaces are accessible or provide an accessible alternative(s)

Appendix E: Software Accessibility Requirements

(1) Keyboard Access:

At least one keyboard method must be available for any function, if that function or its result can contain a text label or can be identified with text. Applicable keyboard functionality may include, as appropriate, navigation by Tabbing, Access Keys, and Pull Down Menus with Hot Keys.

Testing:

Disconnect the mouse and perform all functions from the keyboard.

(2) Object Information:

The identity, operation and state of all user interface elements must be available to assistive technology through the use of text labels. When an image is used to represent a program element, the information conveyed by the image must also be available in text.

Testing:

Examine controls using Microsoft Inspect. Use a screen reader and activate keyboard commands, the screen reader should identify each control with a unique text label, and the result of any function executed should be available via text.

(3) Accessibility Features:

Applications must not disrupt or disable activated and documented accessibility features of other products where those features are developed according to industry standards. Applications also must not disrupt or disable activated and documented accessibility features of the operating system.

Testing:

One problem is created when an application uses a key sequence already being used by an assistive technology program. Other problems are created when applications override system settings or do not provide the information necessary for system functions to operate effectively.

Perform functions of the application using those assistive technologies which have a keyboard interface or which have a visual interface.

Test for OS compatibility is accomplished by enabling various OS accessibility features during testing.

(4) Input Focus:

A well-defined on-screen indication of the current focus must be provided that moves among interactive interface elements as the input focus changes. The focus must be programmatically exposed so that assistive technology can track focus and focus changes.

Testing:

The Input Focus is controlled by the SystemCaret function. Using the operating system Common Control Components protects the availability of the focus information. If an application uses a custom means for determining the input focus an assistive technology program will be blocked from following the focus.
Using screen magnification software, navigate among controls using keyboard commands.

(5) Bitmap Images:

When bitmap images are used to identify controls, status indicators, or other programmatic elements, the meaning assigned to those images must be consistent throughout the application. Inconsistent use of program elements violates good practices in Programming, Usability, UI Design, and Accessible Software Design.

Testing:

Check for consistency of meaning throughout the application.

(6) Textual Information:

Text content, text input caret location, and text attributes must be provided through operating system functions for displaying text.

Testing:

(7) User Selected Attributes:

User selected attributes in the operating system, such as color and contrast selections must be respected by the application.

Testing:

Activate the High Contrast Setting via Accessibility Options in Control Panel.
Make changes to the Windows Appearance Scheme in Control Panel.

(8) Animation:

At least one non-animated presentation mode must be available. This requirement can be met by allowing the user to skip animation or can be met by providing the information being delivered by the animation in an accessible, non-animated form.

Testing:

Verify accessibility of all animated content.

(9) Color Coding:

Color must not be the only means of conveying information such as an action, prompting a response, or distinguishing a visual element,. Use of color to convey information is not discouraged. Only the use of color as the only means of communicating information is forbidden.

Testing:

Ensure that textual indicators are present for any information conveyed through color.

(10) Color and Contrast:

If the user is allowed to adjust color and contrast, a range of color and contrast options must be provided to accommodate varying visual needs. This does not require that the application allow the user to adjust color and contrast settings. For most applications, support of the operating system color choices for text and background colors will meet this requirement.

Testing:

Specifically test any portion of the application that does not inherit system settings.

(11) Flicker Rate:

Software must not use flashing or blinking text, objects, or other elements having a flash or blink frequency greater than 2 Hz and lower than 55 Hz.

Testing:

Use Blinker application to compare flicker rates.

(12) Electronic Forms:

Forms must allow people using assistive technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues. If keyboard alternatives are provided for navigating through a form, and all elements of the form, including fields to be completed, have sufficiently descriptive text labels located near them, the form is more likely to meet this requirement.

Testing:

Ensure that standard controls are employed.

Ensure that every control has text identifying it; the Text Boxes have corresponding Labels that have appropriate Caption values, and the Command Buttons have appropriate Caption values.

Ensure that the Labels are either vertically or horizontally aligned with the top left corners of their corresponding Text Boxes.

Appendix F: Functional Requirements

ID	Function	Requirement	Activity	Sub-Activity	*Status	**Priority	***Comments
REQ 3.01	Setup an Agency						
REQ 3.01.001	Setup an Agency	The system must allow an agency to be entered into the system.	Admin		Current	Essential	OKCOM
REQ 3.02	Inactivate an Agency						
REQ 3.02.001	Inactivate an Agency	The system must allow an agency to be inactivated from the system.	Admin		Current	Essential	OKCOM
REQ 3.03	Setup a User						
REQ 3.03.001	Setup a User	The system must allow a user to be entered into the system by an agency or system administrator.	Admin		Current	Essential	OKCOM
REQ 3.04	User Profile Information						
REQ 3.04.001	User Profile Information	The system must allow a requestor to enter, view, and / or change their profile information.	Admin	Profile	Current	Essential	Additional Profile Information to be determined OKCOM
REQ 3.04.002	User Profile Information	The system must allow an agency administrator to enter, view, and / or change the user profile information.	Admin	Profile	Current	Essential	OKCOM
REQ 3.04.003	User Profile Information	The system must allow the system administrator to enter, view, and / or change the user profile information.	Admin	Profile	Feature	Essential	Currently a programmer can only assign Agency designation and initial setup of system administrator. All other profile information can be entered. OKCOM
REQ 3.04.004	User Profile Information	The system must allow an agency or system administrator to change a user's 'User ID' without the user losing access to their current or	Admin	Retain Transaction History	Feature	Essential	Example: Name change due to marriage. OKCOM!

ID	Function	Requirement	Activity	Sub-Activity	*Status	**Priority	***Comments
		previously completed approval, payment and profile information.					
REQ 3.05	Inactivate User Account						
REQ 3.05.001	Inactivate User Account	The system must allow a user's account to be inactivated and reactivated by an agency or system administrator	Admin		Current	Essential	OKCOM
REQ 3.06	Transfer Profile Information						
REQ 3.06.001	Transfer Profile Information	The system must allow a system administrator to transfer a user's profile information from one state agency to another.	Admin		Feature	High	Dependent on Architecture - may not have user designate agency OKCOM
REQ 3.07	Pre-Approval Request						
REQ 3.07.001	Pre-Approval Request	The system must allow a preparer or requestor to enter, view, and / or change pre-approval information.	Basic Data Entry & Change	SPLIT	Feature	Essential	OKCOM
REQ 3.07.002	Pre-Approval Request	The system must validate meal, lodging & mileage rates, at time of proposed travel date and location.	Enter & Validate Data	SPLIT	Feature	Essential	Many of the itinerary edits are date & time dependent OKCOM
REQ 3.07.003	Pre-Approval Request	The system must allow the preparer or requester to inactivate their request at any time. The system will respond by no longer displaying the inactivated request.	Inactivate - Reactivate	SPLIT Need to describe where the request is no longer displayed. Goes with status display	Feature	High	This is not a request for payment. Only an approval to incur reimbursable costs. ISS
REQ 3.07.004	Pre-Approval Request	The system must notify the preparer or requestor when a request exceeds the standard reimbursement rate available in the system database.	Enter & Validate Data	Rates (Need to specific what rates – per diem, mileage)	Feature	Essential	BR-10.009 Lodging BR-10.011 Meals OKCOM
REQ 3.07.005	Pre-Approval Request	The system must provide a method for a user to enter comments and explanations.	Enter & Validate Data	Comments	Feature	High	OKCOM
REQ 3.07.006	Pre-Approval Request	The system must provide a method for a user to view comments and	Review	Comments	Feature	High	Users involved in workflow OKCOM

ID	Function	Requirement	Activity	Sub-Activity	*Status	**Priority	***Comments
		explanations.					
REQ 3.07.007	Pre-Approval Request	The system must allow a preparer to complete a pre-approval request on behalf of a requestor.	Roles & Responsibilities Assignments	Preparer	Feature	Essential	Dependent on analysis of Internal Controls OKCOM
REQ 3.07.008	Pre-Approval Request	The system must notify the preparer or requestor when a receipt is required for reimbursement.	Enter & Validate Data	Receipts	Current	Medium	BR-10.009 & BR-10.010 OKCOM
REQ 3.07.009	Pre-Approval Request	The system must require a preparer or requestor to obtain approval when lodging amounts are expected to exceed the standard reimbursement rate.	Enter & Validate Data	Lodging Exceeds Standards DOES THE SYSTEM REQUIRE OR DOES THE SYSTEM KEEP A RECORD OF WHETHER APPROVAL IS GRANTED BEFORE USER CAN GO FORWARD OR DOES IT JUST NOTIFY	Feature	Essential	BR-10.015 OKCOM
REQ 3.07.010	Pre-Approval Request	The system must provide, as a guide to a preparer or requestor, the distance between selected travel points within Washington State.	Enter & Validate Data	Distances – Point to Point	Feature	Medium	BR-10.024 ISS
REQ 3.07.011	Pre-Approval Request	The system must allow the preparer or requestor to enter vicinity or local miles expected to be incurred.	Enter & Validate Data	Distances – Vicinity CHANGE MILES TO DISTANCE	Current	Medium	BR-10.025 ISS
REQ 3.07.012	Pre-Approval Request	The system must allow a preparer or requestor to edit system-provided point-to-point mileage.	Enter & Validate Data	Distances – Point to Point CHANGE MILEAGE TO DISTANCES	Current	Essential	BR-10.026 ISS
REQ 3.07.013	Pre-Approval Request	The system must allow a preparer or requestor to enter miscellaneous travel expenses.	Enter & Validate Data	Distances – Point to Point CHANGE MILEAGE TO DISTANCES	Current	Essential	BR-10.029 OKMOD
REQ 3.07.015	Pre-Approval Request	The system must allow a preparer or requestor to enter the estimated dates of travel	Enter & Validate Data	Dates & Times	Current	Essential	BR-10.039 OKCOM
REQ 3.07.016	Pre-Approval Request	The system must allow a preparer or requestor to enter the mode of transportation and estimated transportation costs for the proposed trip.	Enter & Validate Data	Mode SPLIT Transportation Costs	Feature	Essential	BR-10.023 & BR-10.028 OKCOM
REQ	Pre-Approval	The system must allow a preparer or	Enter & Validate	Purpose	Feature	Essential	BR-10.034

ID	Function	Requirement	Activity	Sub-Activity	*Status	**Priority	***Comments
3.07.017	Request	requestor to enter the purpose of the proposed trip.	Data				OKCOM
REQ 3.07.018	Pre-Approval Request	The system must allow a preparer or requestor to enter the itinerary and content of the proposed trip.	Enter & Validate Data	Itinerary WHAT'S CONTENT? DO WE MEAN REIMBURSEABLE ITEMS?	Feature	Essential	BR-10.034 (?) OKCOM
REQ 3.07.019	Pre-Approval Request	The system must allow an inactive voucher to be reactivated and available for use.	Inactivate - Reactivate	Reuse	Feature	Essential	OKCOM
REQ 3.07.020	Pre-Approval Request	The system must allow approvers involved in the workflow to change pre-approval information.			Feature	Essential	
REQ 3.07.021	Pre-Approval Request	The system must allow an approver to view an inactive voucher.			Current	Essential	
REQ 3.07.022	Pre-Approval Request	The system must allow fiscal to view an inactive voucher.			Current	Essential	
REQ 3.07.023	Pre-Approval Request	The system must have a non-edited optional field at the line item level of the voucher itinerary.			Feature	Low - Medium	The optional field can be used for agency specific items, e.g., charge backs or other unique identifiers. It is not tied to the chart of accounts. It is not edited. ISS: Should this blanked out agency by agency?
REQ 3.08	Reimbursement Request						
REQ 3.08.001	Reimbursement Request	The system must allow a preparer or requestor to enter, view, and / or change reimbursement information.	Basic Data Entry & Change		Current	Essential	Lodging BR-10.009 Lodging Tax BR-10.012 & BR-10.010 ISS OKCOM
REQ 3.08.002	Reimbursement Request	The system must validate, at the time of preparer or requestor input, reimbursement rates and amounts entered by the preparer or requestor.	Enter & Validate Data	WHAT RATES? SPLIT	Feature	Essential	Many of the Business Rules are date & time dependent Example – 3 Hour Rule Input edits would be limited to the extent of agency, state and federal rates and

ID	Function	Requirement	Activity	Sub-Activity	*Status	**Priority	***Comments
							amounts that have been entered into the system database. OKCOM
REQ 3.08.003	Reimbursement Request	The system must display in the reimbursement request, the data fields previously completed during the pre-approval and / or pre-payment process (i.e. Travel advance).	Enter & Validate Data	Data Carryover From Prior Function	Feature	Essential	Focus is on reducing preparer / requestor input of the same information used in the pre-approval process OKCOM
REQ 3.08.004	Reimbursement Request	The system must allow the preparer or requestor to inactivate their request if it has not been processed for payment. After the preparer or requestor inactivation, the system will no longer display the inactivated request.	Inactivate - Reactivate	SPLIT Need to describe where the request is no longer displayed. Goes with status display	Current	Essential	Request could not be cancelled once payment has been issued. OKCOM
REQ 3.08.005	Reimbursement Request	The system must notify preparers or requestors when a request exceeds the standard reimbursement rate allowable and make the rate available for edit within the voucher.	Enter & Validate Data	Rates (Need to specific what rates – per diem, mileage)	Feature	Essential	BR-10.009 Lodging BR-10.011 Meals OKCOM
REQ 3.08.006	Reimbursement Request	The system must provide a method for a user to enter comments and explanations.	Enter & Validate Data	Comments	Current	Essential	OKCOM
REQ 3.08.007	Reimbursement Request	The system must provide a method for a user to view comments and explanations.	Review	Comments	Current	Essential	OKCOM
REQ 3.08.008	Reimbursement Request	The system must allow a preparer to complete a reimbursement request on behalf of a requestor.	Roles & Responsibilities Assignments	Preparer	Current	Essential	OKCOM
REQ 3.08.009	Reimbursement Request	The system must restrict the fiscal user, on a daily basis, from assigning duplicate batch numbers.	Enter & Validate Data	Accounting Batch Numbers	Current	Essential	OKCOM
REQ 3.08.010	Reimbursement Request	The system must provide to the user, the current in-state rates for the	Enter & Validate Data	WHAT RATES? SPLIT	Current	High	Currently done for TVS on lodging, Per Diem, auto

ID	Function	Requirement	Activity	Sub-Activity	*Status	**Priority	***Comments
		period of travel.					mileage rate BR-10.011 BR-10.023 ISS OKCOM
REQ 3.08.011	Reimbursement Request	The system must allow the preparer or requestor to enter the total per diem allowance for a given location that is unknown to the system and the system shall calculate the breakfast, lunch and dinner amounts based on state-wide business rules.	Enter & Validate Data	Per Diem	Feature	High	BR-10.019 Example – Out of State Per Diem. Total is input by preparer / requestor and system calculates B,L,D. OKCOM
REQ 3.08.013	Reimbursement Request	The system must notify the preparer or requestor that a receipt is required for lodging reimbursement.	Enter & Validate Data	Receipt	Current	Essential	BR-10.009 & BR-10.010 OKCOM
REQ 3.08.014	Reimbursement Request	The system must allow a requestor to be reimbursed for taxes paid for lodging.	Enter & Validate Data	Taxes Required	Current	Essential	BR – 10.012 OKCOM
REQ 3.08.015	Reimbursement Request	The system must apply the business rules that allow a requestor to exceed the standard lodging amounts.	Enter & Validate Data	Rates – Lodging	Current	Essential	BR – 10.013 & BR-10.014 OKCOM
REQ 3.08.016	Reimbursement Request	The system must verify that prior approval for lodging amounts that exceed the standard reimbursement rate was obtained	Enter & Validate Data	Lodging Exceeds Standards	Feature	Essential	BR-10.015 OKCOM
REQ 3.08.017	Reimbursement Request	The system must enforce the business rules that apply for a requestor's meal reimbursement rate on their last day of travel.	Enter & Validate Data	Rates – Meals	Current	Essential	BR-10-021 OKCOM
REQ 3.08.018	Reimbursement Request	The system must identify requestor's meal payments that are subject to federal taxation.	Enter & Validate Data	Taxes Required	Feature	High	For the current system, taxable meals are identified by the preparers / requestors, not the system. BR-10.022 OKCOM
REQ 3.08.019	Reimbursement Request	The system must provide, as a guide to the preparer or requestor, the distance (mileage) between selected travel points or round trip within Washington State.	Enter & Validate Data	Distances – Point to Point	Current	Essential	BR-10.024 Point to Point mileage OKCOM

ID	Function	Requirement	Activity	Sub-Activity	*Status	**Priority	***Comments
REQ 3.08.020	Reimbursement Request	The system must allow the preparer or requestor to enter vicinity or local miles traveled and eligible for reimbursement.	Enter & Validate Data	Distances - Vicinity	Current	Essential	BR-10.025 OKCOM
REQ 3.08.021	Reimbursement Request	The system must allow a preparer or requestor to edit system provided point-to-point mileage.	Enter & Validate Data	Distances – Point to Point CHANGE MILEAGE TO DISTANCES	Current	Essential	BR-10.026 OKCOM
REQ 3.08.022	Reimbursement Request	The system must allow a preparer or requestor to enter miscellaneous travel expenses.	Enter & Validate Data	Expenses - Miscellaneous	Current	Essential	BR-10.029 OKCOM
REQ 3.08.024	Reimbursement Request	The system must allow a preparer or requestor to enter the exact time of the itinerary arrivals and departures.	Enter & Validate Data	Dates & Times	Current	Essential	BR-10.039 OKCOM
REQ 3.08.025	Reimbursement Request	The system must allow approvers involved in the workflow to change reimbursement information.	Change Data	Approver Changes	Current	Essential	Lodging BR-10.009 Lodging Tax BR-10.012 & BR-10.010 ISS OKCOM
REQ 3.08.026	Reimbursement Request	The system must allow the fiscal user involved in the workflow to change reimbursement information.	Change Data	Fiscal User Changes	Current	Essential	Lodging BR-10.009 Lodging Tax BR-10.012 & BR-10.010 ISS OKCOM
REQ 3.08.027	Reimbursement Request	The system must provide to the user, the current out-of-state rates for the period of travel.	Enter & Validate Data	Rates – Out of State	Feature	High	BR-10.011 BR-10.023 OKCOM
REQ 3.08.028	Reimbursement Request	The system must allow the preparer or requestor to indicate that a meal was provided and is not reimbursable.	Enter & Validate Data	Meals – Provided	Feature	Essential	BR-10.019 OKCOM Dietary Exceptions ?
REQ 3.08.029	Reimbursement Request	The system must allow an inactive voucher to be reactivated and available for use.	Inactivate - Reactivate	Reuse	Feature	Essential	OKCOM

ID	Function	Requirement	Activity	Sub-Activity	*Status	**Priority	***Comments
REQ 3.08.030	Reimbursement Request	The system must allow an approver to view an inactive voucher.			Current	Essential	
REQ 3.08.031	Reimbursement Request	The system must allow fiscal to view an inactive voucher.			Current	Essential	
REQ 3.08.032	Reimbursement Request	The system must have a non-edited optional field at the line item level of the voucher itinerary.			Feature	Low - Medium	The optional field can be used for agency specific items, e.g., charge backs or other unique identifiers. It is not tied to the chart of accounts. It is not edited. ISS: Should this be blanked out agency by agency?
REQ 3.08.033	Reimbursement Request	The system must allow a preparer or requestor to enter the itinerary and content of the proposed trip.	Enter & Validate Data	Itinerary WHAT'S CONTENT? DO WE MEAN REIMBURSEABLE ITEMS?	Feature	Essential	BR-10.034 (?) OKCOM
REQ 3.09	Pre-Payment Request						
REQ 3.09.001	Pre-Payment Request	The system must allow a preparer or requestor to enter, view, and / or change pre-payment information.	Basic Data Entry & Change		Feature	Essential	BR-10.006 BR-10.007 Br-10.008 OKCOM
REQ 3.09.002	Pre-Payment Request	The system must validate, at the time of preparer or requestor input, the in-state pre-payment request rates and amounts entered by the preparer or requestor.	Enter & Validate Data	WHAT RATES? SPLIT	Feature	Essential	Many of the Business Rules are date & time dependent Edits would be limited to what agency, state and federal rates have been loaded into the system database. OKCOM
REQ 3.09.003	Pre-Payment Request	The system must allow the preparer or requestor to inactivate their request if it has not been processed for payment. After the preparer or requestor inactivation, the system will no longer display the inactive request.	Inactivate - Reactivate	SPLIT Need to describe where the request is no longer displayed. Goes with status display	Feature	Essential	ISS
REQ	Pre-Payment	The system must notify the preparer	Enter & Validate	Rates	Feature	Essential	BR-10.009 Lodging

ID	Function	Requirement	Activity	Sub-Activity	*Status	**Priority	***Comments
3.09.004	Request	or requestor when an in-state request exceeds the standard reimbursement rate available in the system database.	Data	(Need to specific what rates – per diem, mileage)			BR-10.011 Meals OKCOM Charges would be accepted.
REQ 3.09.007	Pre-Payment Request	The system must allow a preparer to complete a pre-payment request on behalf of a requestor.	Roles & Responsibilities Assignments	Preparer	Feature	Essential	OKCOM
REQ 3.09.008	Pre-Payment Request	The system must notify the preparer or requestor when a receipt is required for reimbursement.	Enter & Validate Data	Receipt	Feature	Medium	BR-10.009 & BR-10.010 ISS add additional business rules
REQ 3.09.009	Pre-Payment Request	The system must apply the business rules that allow a preparer or requestor to exceed the standard lodging amounts.	Enter & Validate Data	Rates - Lodging	Feature	Essential	BR – 10.013 & BR-10.014 ISS
REQ 3.09.010	Pre-Payment Request	The system must require a requestor to obtain prior approval for lodging amounts that exceed the standard reimbursement rate.	Enter & Validate Data	Lodging Exceeds Standards	Feature	Essential	BR-10.015 ISS
REQ 3.09.011	Pre-Payment Request	The system must allow an approver to enter, view, and / or change pre-payment information.	Basic Data Entry & Change		Feature	Essential	BR-10.006 BR-10.007 <i>Br-10.008</i> OKCOM
REQ 3.09.012	Pre-Payment Request	The system must allow fiscal to enter, view, and / or change pre-payment information.	Basic Data Entry & Change		Feature	Essential	BR-10.006 BR-10.007 <i>Br-10.008</i> OKCOM
REQ 3.09.013	Pre-Payment Request	The system must validate, at the time of preparer or requestor input, the out-of-state pre-payment request rates and amounts entered by the preparer or requestor.	Enter & Validate Data	Rates – Out of State	Feature	High	Many of the Business Rules are date & time dependent Edits would be limited to what agency, state and federal rates have been loaded into the system database. OKCOM
REQ 3.09.014	Pre-Payment Request	The system must allow the agency administrator to designate a default percentage of estimated expense for prepayment.	Prepay as a Percentage of Estimated Expense	Prepay Percentage Default	Feature	High	OKCOM

ID	Function	Requirement	Activity	Sub-Activity	*Status	**Priority	***Comments
REQ 3.09.015	Pre-Payment Request	The system must allow the approver/fiscal to designate a percentage of estimated expense for prepayment.	Prepay as a Percentage of Estimated Expense	Prepay Percentage Default	Feature	High	OKCOM
REQ 3.09.016	Pre-Payment Request	The system must allow an inactive voucher to be reactivated and available for use.	Inactivate - Reactivate	Reuse	Feature	Essential	OKCOM
REQ 3.09.017	Pre-Payment Request	The system must provide a method for a user to view comments and explanations.			Current	Essential	
REQ 3.09.018	Pre-Payment Request	The system must provide a method for a user to enter comments and explanations.			Current	Essential	
REQ 3.09.019	Pre-Payment Request	The system must allow an approver to view an inactive voucher.			Current	Essential	
REQ 3.09.020	Pre-Payment Request	The system must allow fiscal to view an inactive voucher.			Current	Essential	
REQ 3.09.021	Pre-Payment Request	The system must have a non-edited optional field at the line item level of the voucher itinerary.			Feature	Low - Medium	The optional field can be used for agency specific items, e.g., charge backs or other unique identifiers. It is not tied to the chart of accounts. It is not edited. ISS: Should this blanked out agency by agency?
REQ 3.09.022	Pre-Payment Request	The system must allow a preparer or requestor to enter the itinerary and content of the proposed trip.	Enter & Validate Data	Itinerary WHAT'S CONTENT? DO WE MEAN REIMBURSEABLE ITEMS?	Feature	Essential	BR-10.034 (?) OKCOM
REQ 3.10	Account Coding						
REQ 3.10.001	Account Coding	The system must allow a user to enter all account coding fields that are used in state's General Ledger & Payment System during the pre-approval, pre-payment, and reimbursement process.	Enter & Validate Data	DELETE	Current	Essential	OKCOM DEL
REQ 3.10.002	Account Coding	The system must allow a user to enter and / or change account-coding	Basic Data Entry & Change		Current	Essential	Input / Change of account coding information would

ID	Function	Requirement	Activity	Sub-Activity	*Status	**Priority	***Comments
		information upon and / or after input of pre-approval, pre-payment and reimbursement information.					occur before request is submitted for payment OKCOM
REQ 3.10.003	Account Coding	The system must allow a user to enter account-coding information.	Basic Data Entry & Change	SAME AS 3.10.002 above	Feature	Essential	TEMS must be able to adapt to other GL and Payment systems OKMOD
REQ 3.10.005	Account Coding	The system must allow an agency or system administrator to restrict any specific user or class from entering account code information.	Roles & Responsibilities Assignments	Account Code Entry	Feature	Essential	OKCOM
REQ 3.10.006	Account Coding	The system must provide an agency or system administrator the ability to specify in what order or sequence the account coding fields will be displayed for input.	Admin	Account Code Block	Feature	High	Currently only an administrative function OKCOM
REQ 3.10.008	Account Coding	The system must provide in-state, out-of- state, mileage, miscellaneous, and taxable subtotals and a grand total for the amount of the pre-approval, pre-payment and reimbursement request.	Enter & Validate Data	REWORD – Provide subtotals for the account block columns	Current	Essential	OKCOM Helps fiscal staff code sub objects as well as balance to code.
REQ 3.10.009	Account Coding	The system must provide the fiscal users the ability to make account-coding adjustments that increase or decrease the reimbursement amount.	Enter & Validate Data	Account Block	Feature	Essential	Currently can only decrease amount ISS
REQ 3.10.010	Account Coding	The system must provide the preparer, requestor, or approver the ability to make account-coding adjustments that decrease the reimbursement amount.	Enter & Validate Data	Account Block	Current	Essential	ISS
REQ 3.10.019	Account Coding	The system must have the ability to adjust the expense reimbursement and account coding.	Change Data	?? WHO?	Current	Essential	OKCOM
REQ 3.10.020	Account Coding	The system must allow for configurable account coding blocks.	Enter & Validate Data	Account Code Block	Feature	Essential	OKCOM
REQ 3.11	Payment Approval						

ID	Function	Requirement	Activity	Sub-Activity	*Status	**Priority	***Comments
REQ 3.11.001	Payment Approval	The system must provide the necessary data and payment information to all fiscal users and approvers so the review / approval and account-coding process can be completed.	Review	Data Available	Current	Essential	BR-10.002 Approval for Reimbursement Required for Travel OKCOM Refer to data model for specific information
REQ 3.11.002	Payment Approval	The system must allow multiple fiscal users the ability to access, review any pending payment request, but must restrict approval and changes of a request to only one fiscal user at a time.	Approval	Single User Changes	Current	Essential	Fiscal Group OKCOM NOTE: Only one fiscal user at a time is allowed to make changes to the request. ISS In conjunction with 3.11.004 only one user can change at a time, other users will have read only access
REQ 3.11.003	Payment Approval	The system must provide the user with the most recent version of a current payment request.	Review	Data Available	Current	Essential	OKCOM
REQ 3.11.005	Payment Approval	The system must not allow the preparer or requestor requesting payment to approve the payment.	Approval	Limitations	Current	Essential	OKCOM
REQ 3.11.006	Payment Approval	The system must indicate to users the payment request status.	Status	Status Display	Current	Essential	'Processed for Payment' status ISS Split the current requirement into two different requirements OKCOM
REQ 3.11.007	Payment Approval	The system must validate if the account-coding amount agrees with the payment request amount before the request is released for payment. If the amounts do not agree, the system must notify the fiscal user of the difference and allow the fiscal user to either correct or inactivate the	Enter & Validate Data	Account Reconciliation	Current	Essential	OKCOM

ID	Function	Requirement	Activity	Sub-Activity	*Status	**Priority	***Comments
		operation.					
REQ 3.11.008	Payment Approval	The system must inquire the preparer or requestor, when an initial travel lodging reimbursement request has been made, if lodging receipts or required documents have been obtained. Once a preparer or requestor has acknowledged that receipts or required documents have been obtained, the system no longer needs to inquire.	Enter & Validate Data	Receipt	Current	Essential	BR-10.010 OKMOD Different agency use different process for handling receipts or required documents Drill in later.
REQ 3.11.009	Payment Approval	The system, after inquiring if the approver has obtained lodging receipts, must allow the approver to indicate they have not obtained the lodging receipts and not allow the approver to continue processing the payment request.	Enter & Validate Data	Receipt	Current	Essential	ISS
REQ 3.11.010	Payment Approval	The system must identify reimbursement requests that require receipt documentation per the selected business rules, but the approvers have indicated that 'receipts' have not been obtained.	Enter & Validate Data	Receipt	Current	Essential	Flag – no receipts obtained OKCOM
REQ 3.11.011	Payment Approval	The system must identify to the approver any payment request that was completed by someone other than the person who will receive payment.	Review	Transaction History	Current	Essential	OKCOM
REQ 3.11.012	Payment Approval	The system must identify to the approver any payment request that differs from the standard reimbursement rate.	Enter & Validate Data	Rates - ?? WHAT RATES? SPLIT	Current	Essential	Need to determine what reimbursement business rules will be adopted and incorporated into the system, such as: <ul style="list-style-type: none"> • Agency policy • OFM policy • Federal policy Note: Difference in opinion

ID	Function	Requirement	Activity	Sub-Activity	*Status	**Priority	***Comments
							for priority (high vs. essential) OKCOM
REQ 3.11.013	Payment Approval	The system must identify to the approver any payment request that cannot be validated against a reimbursement rate.	Enter & Validate Data	Rates - ??? WHAT RATES?	Feature	High	Example – Current system does not have out-of-state rates. OKCOM
REQ 3.11.014	Payment Approval	The system must identify to the approval and fiscal users, payment requests that are ready for review, approval and account- coding.	Review	Outstanding Workload	Current	Essential	OKCOM
REQ 3.11.015	Payment Approval	The system must allow the fiscal user to determine when new payment requests will be displayed on their screen.	Review	Outstanding Workload	Current	High	Refresh Button OKCOM
REQ 3.11.016	Payment Approval	The system must notify the requestor or preparer of the payment request when an approver has changed the payment amount.	Change Data	Payment Amount	Current	Essential	OKCOM
REQ 3.11.017	Payment Approval	The system must apply the business rules for out-of-state travel and travel advance payments by requiring employees to have received pre-approval from their agency head or designee before disbursement is made.	Enter & Validate Data	Pre-approval	Feature	Essential	BR-10.006 Prior Authorization OKMOD – differing views on use of pre-approval
REQ 3.11.018	Payment Approval	The system must apply the business rules for out-of-country travel by requiring employees who work for an agency that report to the governor to have received pre-approval from the governor before disbursement is made.	Enter & Validate Data	Pre-approval	Feature	Essential	BR-10.007 Prior Authorization OKMOD
REQ 3.11.019	Payment Approval	The system must apply the business rules for out-of-country travel by requiring employees who work for an agency that report to a governing	Enter & Validate Data	Pre-approval	Feature	Essential	BR-10.008 Prior Authorization OKMOD

ID	Function	Requirement	Activity	Sub-Activity	*Status	**Priority	***Comments
		body to have received pre-approval from the governing body before disbursement is made.					
REQ 3.11.020	Payment Approval	The system must allow the fiscal group to change the data.	Change Data		Current	Essential	Fiscal Group OKCOM Comment: Some agencies would like to change Misc/Other expenses.
REQ 3.11.021	Payment Approval	The system must indicate to users if the payment request has been successfully transferred to AFRS or another agency general ledger and payment system.	Notification	Accounting System Processing	Feature	Medium	<i>This would be dependent on the system.</i> OKMOD
REQ 3.11.022	Payment Approval	The system must create an indicator for differences from the standard reimbursement rates. This feature must be configurable by agency.	Enter & Validate Data	Rates – WHAT RATES? SPLIT?	Feature	High	OKCOM
REQ 3.11.023	Payment Approval	The system must have a non-edited optional field at the line item level of the voucher itinerary.			Feature	Low - Medium	The optional field can be used for agency specific items, e.g., charge backs or other unique identifiers. It is not tied to the chart of accounts. It is not edited. ISS: Should this blanked out agency by agency?
REQ 3.12	Manage Workflow						
REQ 3.12.001	Manage Workflow	The system must allow the approval and payment workflow process to occur within an agency.	Routing	Agency Bounds	Current	Essential	OKCOM
REQ 3.12.002	Manage Workflow	The system must allow for different workflows / routing processes for each agency.	Routing	Agency Bounds	Current	Essential	Example: Agencies have centralized or decentralized fiscal groups that review, approve and code travel vouchers. OKCOM
REQ	Manage	The system must allow for workflow	Routing	Cross Agencies	Feature	High	Pre-approval

ID	Function	Requirement	Activity	Sub-Activity	*Status	**Priority	***Comments
3.12.003	Workflow	to occur between agencies.					BR-10.007 Comment: Pay other agency employees; Accommodate employees moving between agencies; Board members as employees of other agencies OKCOM
REQ 3.12.004	Manage Workflow	The system must allow the preparer or requestor to determine which authorized approver they would like to route the payment request to.	Routing	Authorized Approver	Current	Essential	OKCOM
REQ 3.12.005	Manage Workflow	The system must allow approvers to route the payment request back to the preparer or requestor receiving the payment or a prior approver with an e-mail notification to the preparer or requestor	Routing	Approver Capability	Feature	Essential	Comment: Select who to send request back to ISS Technical issue to get requestors name in e-mail OKCOM
REQ 3.12.006	Manage Workflow	The system must be able to restrict a preparer's or requestor's initial submittal for pre-approval, pre-payment or reimbursement to an authorized approver.	Roles & Responsibilities Assignments	Authorized Approvers	Current	Essential	OKCOM
REQ 3.12.007	Manage Workflow	The system must allow an approver to route a payment request to another approver.	Routing	Approver Capability	Current	Essential	OKCOM
REQ 3.12.008	Manage Workflow	The system must allow fiscal users to update and reroute transactions up until the point that the transactions are released to the accounting system for payment.	Routing	Fiscal User Capability	Feature	Essential	Example: Routing between review screen & batch screen OKCOM
REQ 3.12.009	Manage Workflow	The system must allow an agency or system administrator to route a request to any active user.	Routing	Admin Capability	Current	Essential	OKCOM
REQ 3.12.010	Manage Workflow	The system must allow an agency or system administrator to route a pending payment or approval request	Routing	Admin Capability	Current	Essential	OKCOM Comment: meant to resolve misrouted vouchers

ID	Function	Requirement	Activity	Sub-Activity	*Status	**Priority	***Comments
		to any active user.					
REQ 3.12.011	Manage Workflow	The system must allow a system administrator to route a payment from 'Paid' status to 'Unpaid' status.	Routing	System Admin Capability	Current	Essential	Dependent on architecture & interface for payments OKCOM Example: Allowing agencies to resubmit travel vouchers because of AFRS unable to process.
REQ 3.12.012	Manage Workflow	The system must display to the user the 'status' of the request before and after the routing process.	Reports & Queries	Status Display	Current	Essential	Example: unsubmitted, submitted, approved, etc. (And items needing action are in bold) OKCOM
REQ 3.12.013	Manage Workflow	The system must log and display to all users, any edits or changes made to a pre-approval, pre-payment or reimbursement request not performed by the original author after the initial submission.	Transaction History	Logging SPLIT Display History	Feature	Essential	My Travel screen- History Button Some changes are now shown under the comments section. OKCOM
REQ 3.12.014	Manage Workflow	The system must allow the agency administrator to delegate authority to another approver when the current approver is not available. Notification should be sent to the delegated authority and original approver.	Roles & Responsibilities Assignments	Admin Capability	Feature	Essential	This will allow the delegated authority to act on requests in the original approver's queue. Are there audit issues with this practice? OKCOM
REQ 3.12.015	Manage Workflow	The system must provide notification to the delegated approver that there are vouchers for review in the original approver's queue.	Notification	Approver	Feature	Essential	OKCOM
REQ 3.12.016	Manage Workflow	The system must notify the original approver when the delegated approver completes any action.	Notification	Approver	Feature	Essential	OKCOM
REQ	Manage	The system must allow multiple	Review	Single User Changes	Feature	Essential	OKCOM

ID	Function	Requirement	Activity	Sub-Activity	*Status	**Priority	***Comments
3.12.017	Workflow	approves the ability to access and review any pending payment requests, but must restrict approval and changes of a request to only one approver at a time.					
REQ 3.13	Report / Query Information						
REQ 3.13.001	Report / Query Information	The system must provide a method for the user to print selective input information used to process pre-approval, pre-payment or reimbursement requests.	Reports & Queries	Single Transaction	Current	Essential	Example – For travel, this would include printing a travel voucher and all the associated itinerary and accounting information. Further discussions will determine makeup and nature of reports. OKCOM
REQ 3.13.002	Report / Query Information	The system must allow the user to print help information.	Print Information	Help	Current	Essential	OKCOM
REQ 3.13.003	Report / Query Information	The system must provide a method for the user to print the workflow of a request that is in the process of being paid.	Reports & Queries	Single Transaction	Feature	Essential	History Button – ‘My Travel’ screen Currently to Print – need to copy and paste into application that can print such as Microsoft ‘Word’. OKCOM
REQ 3.13.004	Report / Query Information	The system must provide a method for the user to print policy exceptions, as they relate to a payment request.	Reports & Queries	Single Transaction	Feature	High	Flags Flags are currently displayed on the printed travel voucher, if the option is chosen. OKCOM
REQ	Report / Query	The system must provide a method	Reports &	List	Feature	Essential	All Users

ID	Function	Requirement	Activity	Sub-Activity	*Status	**Priority	***Comments
3.13.005	Information	for a preparer or requestor to print a list of the requestor's requests that have been submitted for approval.	Queries				OKCOM
REQ 3.13.006	Report / Query Information	The system must provide a method for an approver to print requests that have been submitted to them for approval.	Reports & Queries	List	Feature	Medium	Manager / Fiscal Review (Individual Voucher) OKCOM
REQ 3.13.007	Report / Query Information	The system must provide a method for a preparer or requestor to print a list of the requestor's requests that have been paid.	Reports & Queries	List	Feature	Essential	Administrators and Fiscal can do currently, Added Feature for Approvers, Preparers and Requestors. OKCOM Comment: priority differs by role; need to decide what to print
REQ 3.13.008	Report / Query Information	The system must provide a method for a preparer or requestor to print a list of the requestor's requests that have been denied.	Reports & Queries	List	Feature	Essential	All Users OKCOM Comment: same issue as 3.13.007
REQ 3.13.009	Report / Query Information	The system must have a search and query capability of every field based on user roles.	Reports & Queries	User Roles & Querying	Current	Essential	TVS Quick Query Builder Is Description still necessary? Now generally used as a date field (Month & Year) NOTE: Currently with TVS a list of vouchers are provided after initiating the query and then each voucher needs to be opened up to provide itinerary and accounting information. The data model will define the data fields available for query and reporting.

ID	Function	Requirement	Activity	Sub-Activity	*Status	**Priority	***Comments
							OKCOM
REQ 3.13.011	Report / Query Information	The system must allow a system administrator to query and provide a list of all active and inactive users on the system.	Reports & Queries	List	Current	Essential	OKCOM
REQ 3.13.014	Report / Query Information	The system must provide a method for an approver to print a list of requests that have been paid.	Reports & Queries	List	Feature	Essential	List of the approver's requests or of anyone's? OKCOM
REQ 3.13.015	Report / Query Information	The system must provide a method for an approver to print a list of requests that have been denied.	Reports & Queries	List	Feature	Essential	List of the approver's requests or of anyone's? OKCOM
REQ 3.13.016	Report / Query Information	The system must provide a method for fiscal to print requests that have been submitted to them for approval.	Reports & Queries	List	Feature	Medium	OKCOM
REQ 3.13.017	Report / Query Information	The system must provide a method for fiscal to print a list of requests that have been paid.	Reports & Queries	List	Feature	Medium	OKCOM
REQ 3.13.018	Report / Query Information	The system must provide a method for fiscal to print a list of requests that have been denied.	Reports & Queries	List	Feature	Medium	OKCOM
REQ 3.13.019	Report / Query Information	The system must have the ability to create reports and configure and save templates at the agency level.	Reports & Queries	Summary Reports	Feature	Essential	OKCOM
REQ 3.13.020	Report / Query Information	The system must be capable of creating electronic reports.	Reports & Queries	<Basic Reporting>	Feature	Essential	OKCOM
REQ 3.14	System Help						
REQ 3.14.001	System Help	The system must allow any user to request online, interactive help from any screen in the system.	Help		Feature	Essential	Current Travel System has help hyperlinks on most screens OKCOM Comment: via "Help" button
REQ 3.14.002	System Help	The system must display information pertinent to the screen the user was on when help was requested.	Help		Current	Essential	OKCOM

ID	Function	Requirement	Activity	Sub-Activity	*Status	**Priority	***Comments
REQ 3.14.003	System Help	The system must have an online help feature with content configurable by agency.	Help	Configurable	Feature	Essential	Agency administrator would be given access to help screens via the OFM system administrator. OKCOM
REQ 3.14.004	System Help	The system must respond to a user's request for help by displaying information in a window different from the window the user is working in.	Help	Windows	Current	Essential	OKCOM
REQ 3.14.005	System Help	The system must provide an online comprehensive tutorial on how to use the system.	Help	Tutorial	Current	Essential	OKCOM
REQ 3.14.006	System Help	The system must provide an online overview of the system features and a summary of the various screens and their functions.	Help		Current	Essential	OKCOM
REQ 3.15	Broadcast Message						
REQ 3.15.001	Broadcast Message	The system must allow a system administrator to initiate and change a message to appear on each user's welcome screen and to stop the display when it is no longer needed.	System Message	System-wide	Feature	Essential	System administrator would grant permission to agency administrators to change help screen for their agency. Scrolling message now used on 'My Travel' screen. OKCOM
REQ 3.15.002	Broadcast Message	The system must allow an agency administrator to initiate and change a message to appear on each user's welcome screen and to stop the display when it is no longer needed.	System Message	Agency-wide	Feature	Essential	OKCOM
REQ 3.16	Policy Exceptions – System						

ID	Function	Requirement	Activity	Sub-Activity	*Status	**Priority	***Comments
	Notification						
REQ 3.16.001	Policy Exceptions – System Notification	The system must notify the user when a policy exception has occurred in completing a payment request.	Enter & Validate Data	Policy Exceptions	Current	Essential	<i>Lodging BR-10.010 Meals BR-10.011 ISS</i>
REQ 3.17	Maintenance of User Information						
REQ 3.17.001	Maintenance of User Information	The system must allow an agency or system administrator to assign and remove access / permission levels for users.	Roles & Responsibilities Assignments	Role Assignment	Current	Essential	Suggested change: The administrators should be able to assign and remove users from roles. It is the role that is given various permissions. The permissions would not be assignable user by user. ISS – agree with suggested change
REQ 3.17.002	Maintenance of User Information	The system must allow an agency or system administrator to enter and/ or change user profile information.	Admin	Profile	Current	Essential	Current default functionality of TVS. Refer to data model that profiles the data elements. OKCOM
REQ 3.17.003	Maintenance of User Information	The system must allow an agency or system administrator to delegate who can prepare a request for approval or payment on behalf of someone else (another user).	Roles & Responsibilities Assignments	Approver	Current	Essential	OKCOM
REQ 3.17.004	Maintenance of User Information	The system must prevent recorded transaction activity for pre-approval, pre-payment or reimbursement from being deleted from the system.	Admin	Delete Transaction Data	Current	Essential	If no transaction activity, then Ok for administrator to delete. <u>Allow admin to delete users with no activity?</u> <u>Requirement as written may go somewhere else.</u> ISS
REQ 3.17.005	Maintenance of User Information	The system must allow an agency or system administrator to create a	Roles & Responsibilities	Preparer	Current	Essential	OKCOM

ID	Function	Requirement	Activity	Sub-Activity	*Status	**Priority	***Comments
		group of users that can prepare pre-approval or reimbursement requests on behalf of someone else (another user).	Assignments				
REQ 3.17.006	Maintenance of User Information	The system must allow an agency or system administrator to remove a user from a preparer or fiscal group.	Roles & Responsibilities Assignments	Role Assignment	Current	Essential	OKCOM
REQ 3.17.007	Maintenance of User Information	The system must allow an agency or system administrator to create a group of fiscal users that can review and code payment requests.	Roles & Responsibilities Assignments	Role Assignment	Current	Essential	OKCOM
REQ 3.17.008	Maintenance of User Information	The system must allow an agency or system administrator to inactivate a preparer or fiscal group.	Roles & Responsibilities Assignments	Role Assignment	Current	Essential	OKCOM
REQ 3.17.009	Maintenance of User Information	The system must allow an agency or system administrator to reactivate an inactive group or inactive user account.	Roles & Responsibilities Assignments	Role Assignment	Current	Essential	Ability to use system OKCOM
REQ 3.18	Travel Reservations						
REQ 3.18.001	Travel Reservations	The system must allow for a preparer or requestor to make travel reservations for: <ul style="list-style-type: none"> • Airlines • Hotels • Cars 	Travel Reservations		Feature	Medium	OKMOD Where will we be when we go out for implementation?
REQ 3.18.002	Travel Reservations	The system must be able to restrict the purchase of airline tickets to the state charge card system.	Travel Reservations		Feature	Essential	BR 10.004 OKCOM Where will we be when we go out for implementation?

***STATUS:** **Current** = Functional in the current TVS system.
 Feature = Not currently available within the current TVS system.

****PRIORITY:** **Essential** = This requirement must be in the system. The system cannot function properly without this.
 High = This requirement is very highly desirable.

Medium = This requirement would be very nice to have.
Low = This requirement would be nice, but everyone can live without it.

*****COMMENTS:** **OKCOM =** This requirement is correct. We can probably implement it in a common fashion.
OKMOD = This requirement is correct. However, there are differences agency by agency that will probably require unique processes or customized implementations.
ISS = There are issues with this requirement that need resolution.
INFO = We need to get more information about this requirement.
DEL = Delete this requirement.